



DEPARTMENT OF THE NAVY
SPACE AND NAVAL WARFARE SYSTEMS COMMAND
4301 PACIFIC HIGHWAY
SAN DIEGO, CA 92110-3127

SPAWARINST 5216.1
SPAWAR 07-5
21 June 1999

SPAWAR INSTRUCTION 5216.1

From: Commander, Space and Naval Warfare Systems Command

Subj: ADMINISTRATIVE CORRESPONDENCE GUIDE

Ref: (a) SECNAVINST 5216.5D, Department of the Navy Correspondence Manual
(b) SECNAVINST 5210.11D, Standard Subject Identification Code
(c) OPNAVNOTE 5400, Standard Navy Distribution List, Parts 1 and 2
(d) SPAWARINST 5215.4F, Distribution Lists
(e) SPAWAR SKC Website on Notices and Instructions
(f) SECNAV Congressional Correspondence Guide of 25 Nov 1997
(g) SPAWARNOTE 5215, Directive Index
(h) SPAWARINST 5402.1P, Signature Authority

Encl: (1) Official Routing Procedures
(2) Official Correspondence Guidelines
(3) Route Sheet
(4) Brief Sheet
(5) Sample Letters

1. Purpose. To provide guidance in support of the paperless office operational environment, to prepare official correspondence including letters and memos, and to provide guidelines for electronic transmission of correspondence at Space and Naval Warfare Systems Command (SPAWARSYSCOM).

2. Guidelines. Reference (a) is to be used as the primary guide for preparing Navy correspondence with this instruction as an addendum. Reference (b) provides guidelines for use of standard subject identification codes (SSIC). Reference (c) provides short titles for Navy activities. Reference (d) details SPAWAR unique distribution lists. For internal policy memos and guidelines see reference (e). Congressional correspondence guidance is provided in reference (f).

3. Directive Index. Reference (g) provides an index of internal directives used to establish, maintain, and implement various programs and administrative guidelines for SPAWAR personnel direction. Visit SKC Website Notices and Instructions.

4. Signature Authority. The Navy's correspondence and directive systems require certain correspondence and directives to be signed at an appropriate responsibility level depending on the nature of the communication. Signature authority of written communications

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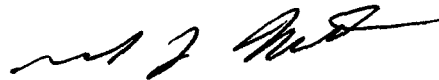
(including electronically transmitted) not specifically reserved for signature at a designated responsibility level may be delegated to lower levels. For further guidelines, review reference (h) to identify personnel authorized to sign correspondence.

5. Responsibilities. Personnel who draft, review, or sign correspondence will ensure that the guidelines provided in this instruction are followed.

6. Electronic Routing. The focus is on a paperless office operational environment. Enclosures (1) through (5) are to be followed when preparing documents for electronic transmission. Documents (along with brief sheet and route sheet) will be electronically submitted to the SPAWARSYSCOM Administrative Policy Division (Code 07-5).

7. Directive Responsibility. SPAWARSYSCOM Admin (Code 07-5) has responsibility for ensuring this instruction is kept up-to-date and reviewed annually.

8. Action. Addressees should follow the guidelines in the preparation of all correspondence as set forth in this instruction.



Robert J. Martin
By direction

Distribution:
SPAWAR List 6
PEO-SCS

SNDL Part II:
FKQ (SPAWARSYSCEN)
FKA1B (OTHER SYSCEN)

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Official Routing Procedures

1. Purpose: To provide the following guidelines for basic correspondence and document preparation for the Admiral's signature and to ensure that 00's correspondence is entered into the SPAWARSYSCOM (Code 07-5) correspondence tracking system.

- a. Use Times New Roman 12 pitch.
- b. Place correspondence in a yellow correspondence folder. Use paper or black binder clips instead of "clam" fasteners to secure documents.
- c. On left hand side of folder attach a brief sheet along with tabbed references.
- d. On right hand side of folder include executive cover sheet and signature tab on document to be signed. Numbered enclosures are placed underneath the signature document.
- e. Use the following signature block: JOHN A. GAUSS
Rear Admiral, U.S. Navy
- f. Attach route slip to front cover of folder (refer to enclosure (2)). The originator is responsible for reviewing information through their directorate chop chain before it is chopped through the front office and must ensure that all applicable coordination is done depending on the type of documents (e.g. Determinations and Findings go through 00C, Milestone Decision Authority through 09AR, Acquisition through the PD's and Contracting documents through 02) . Use the following chop chain: Originator, your chop chain and 07-5, 00S, 00E, 00A, 00. Deliver correspondence to SPAWARSYSCOM Administrative Division (Code 07-5), OT2, Room 217. The correspondence will then be entered into the tracking system and assigned a control number.
- g. After signature, the correspondence package will be returned to the originating code whose responsibility it is to prepare the original and external copies for mailing,
- h. Completed Policy memos, guidelines, notices and instructions will be posted to the SKC Website by SPAWARSYSCOM (Code 07-5).
- i. Consult reference (a) and/or enclosure (5) of this instruction for examples of different types of correspondence.
- j. For electronic processing, include a disk with the smooth document and all enclosures with the package.

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OFFICIAL CORRESPONDENCE GUIDELINES

1. Standard Navy Letter

a. Letterhead Stationery. Use Times New Roman, 12 pitch font on all official correspondence.

b. Identification Symbols. Use identification symbols on all SPAWAR official correspondence with the exception of internal letters of appreciation or letters of condolence. This information is typed two lines below the last line of letterhead and includes:

- (1) Standard Subject Identification Code (SSIC).
- (2) Originator's code followed by serial number, e.g. Ser 07-5/001
- (3) Date. (Either type or stamp the date after the letter has been signed.)

Example: 5216
 Ser 07-5/001
 17 Apr 98 (last 2 digits of year)

c. From Line. Commander, Space and Naval Warfare Systems Command.

d. To Line. Title of Commanding Officer, name of activity and complete address including Zip+4 if activity is other than "one of a kind." Use of organizational codes in parentheses after the activity title is encouraged. The word "attention" should not be used in the "to line."

e. Subject. ALL IN CAPITAL LETTERS--usually in 10 words or less and in normal word order. Do not use acronyms.

f. Reference. Use short title SNDL address format in the reference line. Use of personal pronouns, such as "my" and "your" is permissible.

g. Enclosure. To avoid lengthy letters, use enclosures for long discussions or explanations. Mark the enclosure on the bottom right side of page.

h. Text. When using references and enclosures in correspondence, be sure to cite the references and enclosures in the text of the letter in the order listed in the heading. Do not use acronyms unless used at least once more in the body of the letter. It is permissible to use "DSN." Use the SNDL short title when referring to the Space and Naval Warfare

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Systems Command or any other navy activity. (It is permissible to leave off the "CA" in correspondence)

i. Signature. Type the signature block before signature only when it is certain who will sign.

j. Second Page. Use bond paper of the same size as the letterhead. Do not repeat the identification block in the upper right corner. Do repeat the subject line, double space, and continue with the text of the letter.

k. Copy to. Use SNDL short titles for designating external distribution.

Example: SPAWARSYSCEN SAN DIEGO

SNDL PART II:
FKQ (SPAWARSYSCEN)

2. Multiple Addressee Letter. If there are more than four addressees, eliminate the "To" line, place a distribution line two spaces below the signature block at the left margin, and list the addressees. SNDL short titles should be used. Addressees may be placed in columns if such placement will save using an additional page.

3. Memorandum. Memorandums are internal and used to correspond informally with other SPAWARSYSCOM codes. They are prepared on plain bond paper or on SPAWARSYSCOM letterhead if more formality is desired. If plain bond paper is used, do not type in the SPAWARSYSCOM letterhead. SSIC and serial numbers are optional on memorandums although the date is required. For additional information on other types of memorandums see reference (a).

4. Business Letter

a. Official Correspondence

(1) Official business letters are prepared on SPAWARSYSCOM letterhead.

(2) Military rank on the inside address block should be abbreviated (i.e., RADM, LT). Military rank in the salutation and body of the correspondence should be spelled out (i.e., Admiral, Lieutenant).

(3) When addressing a letter to an individual, type their name on the first line, company or activity name on the next line. When addressing to a company in general but directing it to a particular person, use an attention line typed two lines below the last line of the inside address. The salutation line will agree with the first line of the address even if there is an attention line. For a mixed gender organization, use a collective salutation such as "Ladies and Gentlemen:".

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(4) Write the date in month-day-year order.

(5) Indent paragraphs 4 spaces, typing on the 5th space.

(6) The signature block includes:

(a) Complimentary close (use Sincerely, unless addressed to a flag officer, then use Very respectfully,)

(b) Signer's name in upper case letters

(c) Signer's title

(d) "By direction of the Commander"

Example: Sincerely,

B. A. FRANKLIN
Director, ABC Department
By direction of the Commander

5. Transmittal Letters. Keep it simple by using abbreviated titles as you would in the enclosure line of a Navy style letter. If sending classified material or for expenditure of funds for U.S. Express Mail or Federal Express, the approval signature block will be signed by someone with "By direction" authority, typing the person's name and "By direction" below. Unclassified material may be sent on a transmittal signed by any employee.

6. Electronic Mail. Electronic mail may be used for unofficial communication with other activities.

7. Facsimile Correspondence. Official correspondence via facsimile transmission between shore activities is authorized. Facsimile official correspondence requires the same control and accountability as all other official correspondence i.e., using SSIC and serial numbers and sending appropriate copies to SPAWARSYSCOM, Admin Division (Code 07-5).

8. Standardized Address Formats for Envelopes. The U. S. Postal Service has developed standardized addresses which will enhance the processing and delivery of mail, reduce undeliverable-as-addressed mail, and provide mutual cost reduction opportunities through improved efficiency. A standardized address contains all delivery address elements and contains the correct city name, state, and ZIP+4 code. Format all lines of the address with a uniform left margin using upper-case letters and no punctuation except for the hyphen in the ZIP+4 code.

For example:

Civilian Address

MR. JOHN DOE
ABC COMPANY
1401 W MAIN ST
FALLS CHURCH VA 22042-1411

Military Address

COMMANDING OFFICER
SPAWARSYSCEN
53560 HULL ST
SAN DIEGO CA 92152-5001

9. OCR scanners. Scanners reading addresses will scan the last line first. If there is no match (i.e., if ZIP+4 is incorrect), the scanner will read the next line up, etc. The scanner will read only the bottom four lines. The city, state, and zip codes will be on the bottom line of the address with nothing underneath (such as an attention line). The street (or delivery) address must be on the second line from the bottom and the name of the command or activity on the line above that.

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STANDARD PARAGRAPH FORMAT

1. This exhibit shows the arrangement of paragraphs in naval correspondence. Number main paragraphs such as this one. Although primary paragraphs in business letters are not numbered, subparagraphs may be lettered or numbered, following the pattern of the naval letter. Single-space within main paragraphs and within subparagraphs, but double-space between them.

a. Indent each new subdivision of a paragraph by four spaces and start typing at the fifth space. The second and succeeding lines of subparagraphs and subdivisions, except long quoted passages, extend from the left to the right margin. Primary paragraphs and first subdivision paragraphs are followed by a period and two spaces before typing begins.

b. If subparagraphs are needed, use at least two. For example, a (1) subparagraph must have at least a (2) subparagraph.

(1) One space follows the parenthesis. When paragraphs are subdivided and numbered or lettered, they are designated in the following sequence: 1, a, (1), (a), 1, (a).

(a) How to Cite Paragraphs. When citing a paragraph or subparagraph, write numbers and letters without periods or space. "Paragraph 1b(1) (a)" describes the subparagraph you are reading.

(b) Limits to Subparagraphing. Rarely use all the paragraph divisions shown in this model and never use more; reparagraph instead. Though subparagraphs clearly display levels of importance and encourage the use of lists for easy reading, they clutter writing when carried too far.

(c) Headings Explained. Use more headings, most often in long correspondence whose topics vary widely. Be brief but informative; avoid single vague words like "citations" or "limits." Underline any heading and capitalize its key words. Be consistent across main paragraphs; if paragraph 1 had a heading, 2 would need a heading. Be consistent within a subparagraph; if 1a had a heading, 1b would need a heading.

(2) Use letters or numbers in parentheses as shown in the next sentence to emphasize a few short statements without the added emphasis of separate lines for each. This format (a) highlights ideas; (b) improves readability; and (c) saves space.

2. Start a paragraph near the end of a page only if that page has room for two lines or more. Continue a paragraph on the following page only if two lines or more can be carried over. A signature page must have at least two lines of text. Do not end the page with a colon.

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SAMPLE CORRESPONDENCE BRIEF SHEET

Brief Sheet: When submitting correspondence for 00 or 00A signature, attach Brief sheets for any complex, nonroutine documents requiring explanation; lengthy documents; and instructions. Do not use Brief sheets for Letters of Commendation, Letters of Appreciation, form letters or sponsor letters. This is a sample brief sheet for your use. Not all categories may apply.

Rank and Name
Code and Telephone Number
Date of Preparation

SUBJECT:

PURPOSE: Concisely state, example: "To provide a response to XX's letter on"

BACKGROUND: State why you are involved with issue.

DISCUSSION: Bulletized, pyramid, concise.

ALTERNATIVES: To be used when appropriate.

SPECIFIC CHANGES (FOR INSTRUCTIONS ONLY): Note any specific changes in procedures, codes, actions, and/or responsibilities.

RECOMMENDATION(S): Your recommendations on the importance of getting this document signed and published. Does this need to be posted on the website? Indicate whether Commander (00) or Vice Commander (00A) should sign document.

List and identify TABs/REFs

THIS BRIEF SHEET SHOULD BE USED WITH ANY LENGTHY CORRESPONDENCE AND/OR INSTRUCTION TO BE SIGNED BY SPAWAR 00 OR 00A. LIMIT TO ONE PAGE.

SAMPLE JOINT LETTER

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DEPARTMENT OF THE NAVY
NAVAL AIR SYSTEMS COMMAND (20670-1547)
NAVAL SEA SYSTEMS COMMAND (22245-5160)
WASHINGTON D.C.
SPACE AND NAVAL WARFARE SYSTEMS COMMAND (92110-3127)
SAN DIEGO CA

NAVAIR
5216
Ser 00/
Date

NAVSEA
5216
Ser 00/
Date

SPAWAR
5216
Ser 00/
Date

JOINT LETTER

From: Commander, Naval Air Systems Command
Commander, Naval Sea Systems Command
Commander, Space and Naval Warfare Systems Command
To: Chief of Naval Operations

Subj: JOINT LETTER

1. A joint letter is used to establish an agreement between two or more commands or for other matters of mutual concern.
2. On plain bond, type command titles 1-inch from the top of the page with the senior command listed first. The letter is dated when each signature is obtained. When the activities are not located in the same state and city, the address of each follows its title.
3. Type the originating activities, serial numbers and dates as shown above. The letter is dated when each signature is obtained. The words "JOINT LETTER" are typed at the left margin as shown. If the letter is classified, show the designation as such: CONFIDENTIAL JOINT LETTER.
4. The signature blocks are arranged so the senior is at the right. If uncertain about seniority, contact SPAWARSYCOM 00S.

G. P. NANOS JR.
Vice Admiral, U.S. Navy
Commander, Naval Sea Systems
Command

J. A. LOCKARD
Vice Admiral, U.S. Navy
Commander, Naval Air Systems
Command

JOHN A. GAUSS
Rear Admiral, U.S. Navy
Commander, Space and Naval
Warfare Systems Command

Enclosure (5)

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SAMPLE FIRST ENDORSEMENT

DEPARTMENT OF THE NAVY
SPACE AND NAVAL WARFARE SYSTEMS COMMAND
SAN DIEGO CA 92110-3127

SSIC
Ser 00/623
Date

FIRST ENDORSEMENT on SPAWARSYSCEN Chesapeake ltr 5213 Ser 00/556 of
20 Apr 98

From: Commander, Space and Naval Warfare Systems Command
To: Chief of Naval Operations
Via: Commander, Naval Air Systems Command

Subj: FORMAT FOR ENDORSEMENTS

Ref: (d) Record

Encl: (3) Schedule

1. An endorsement is used by an official to forward, with appropriate recommendation, comment, or information, correspondence which is transmitted via the activity before it reaches its destination. An endorsement is most effectively used for transmission of correspondence through the chain of command.
2. A typed endorsement is prepared in the same manner as a naval letter. When using a "same-page endorsement" omit the SSIC and the subject line. See SECNAVINST 5216.5 current version for a sample of a "same-page endorsement."
3. A copy of the endorsement is prepared for each remaining "via" addressee, and for the originator of the basic correspondence. A copy should be provided to each prior endorser.
4. Each endorsement is numbered in the sequence in which it is added to the basic letter. The numbers of the endorsement, indicated by FIRST, SECOND, THIRD, and so forth, and the word ENDORSEMENT, are typed at the left margin on the second line below the date line like the example above.
5. When the number of the endorsement and the identification of the basic letter exceed one line, the second and any succeeding lines begin flush with the word "on."
6. The subject appearing on the basic letter is repeated as the subject of each endorsement, unless a "same-page endorsement" format is being used.

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Subj: FORMAT FOR ENDORSEMENTS

7. The references and enclosures listed in the basic letter and in previous endorsements are not repeated. If a new reference or enclosure is introduced in an endorsement, it is typed after the captions "Ref:" or "Encl:". References are lettered and enclosures are numbered in continuous sequence from the basic letter or the preceding endorsement.
8. Number every page. Continue the sequence of numbers from the previous communication.
9. For more information on endorsements, refer to the correspondence manual, SECNAVINST 5216.5 current version.

SIGNATURE

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SAMPLE PERSONAL TWO-STAR LETTER

COMMANDER SPACE AND NAVAL WARFARE SYSTEMS COMMAND

29 March 1998

Dear Admiral Smith,

This format will be used for all personal correspondence prepared for SPAWARSYSCOM on appropriate size two-star stationery. The length of the letter will determine which size of personal letterhead to use. There is 7 x 9 and 8 1/2 x 11 inch stationery available from SPAWARSYSCOM Code 00S. Do not justify margins.

Serial numbers will not be used and the date will be added after signature.

The paragraphs are to be indented five spaces and not numbered. Margins are to be 1 inch left and right.

Enclosures should be described in the text. If there is an enclosure, the word "Enclosure" is to be typed two spaces below the inside address (samples below).

The closing is "Very respectfully," when addressed to senior civilian officials or senior flag officers, and "Respectfully," when addressed to juniors. Use "sincerely" for all other individuals, except for the rare occasion when "warm regards" is appropriate. The closing and signature blocks are to start at the center of the page, two lines below the text with the signature block starting on the fourth line below the closing. The signature block is shown below. For additional assistance call Code 00S.

The inside address is placed at the bottom, two spaces after the signature line.

Very respectfully,

JOHN A. GAUSS
Rear Admiral, U.S. NavyVice Admiral John A. Smith, USN
Commander
Naval Air Systems Command
Washington, DC 20361-0001

Enclosure (if applicable)

or

Encl: (1) SPAWARINST XXXXX.XX of 16 Jun 90

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SAMPLE LETTER OF APPRECIATION

Date only

From: Commander, Space and Naval Warfare Systems Command

To: Ms. Susan B. Berkeley

Subj: LETTER OF APPRECIATION FORMAT

1. The first paragraph of a letter of appreciation is the introduction of the task accomplished.
2. The second paragraph acknowledges those individuals who performed the task and the degree with which they performed.
3. The final paragraph is the "well done" statement (i.e., Please extend my appreciation...).

SIGNATURE

Enclosure (5)

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SAMPLE MILITARY RETIREMENT LETTER

COMMANDER SPACE AND NAVAL WARFARE SYSTEMS COMMAND

Retirement Date

Dear first name,

Brief statement covering the length of commissioned service in the Navy. May also address previous enlisted service in another branch of the Armed Forces. An appropriate beginning would be "As you retire from the Navy with over _____ years of loyal, dedicated service . . .

Summarize the individual's career. When applicable, mention participation in famous battles or campaigns and specifically note personal decorations received. This paragraph should mention an action or achievement which has particular significance to the individual. When referring to an individual's tour of duty, a person serves on board a ship. A ship's name is always followed with the type and hull number within parentheses (e.g., CVN-70; a dash between ship type and hull number is preferred, but unit designators may be written with or without dashes per OPNAV). For example, the first use of USS SARATOGA would be followed by (CV-60). Subsequent use of USS SARATOGA would not require type and hull number. Ships are always capitalized. Use the long title for the first use of an aviation squadron, such as Attack Squadron ONE FOUR FIVE, and follow with the squadron designator in parentheses (VA-145). Note that a dash is used in reference for a squadron. Note also that in writing the numerical designator of a squadron, only integers are used. Writing ONE FORTY-FIVE in the above example would have been incorrect. Subsequent use of VA-145 is used without the parentheses.

Closing paragraph is an expression of gratitude from the Navy and the command regarding the individual's service to our Country. If desired, an expression of best wishes for the future may be included such as "smooth sailing," "fair winds and following seas," etc.

Sincerely,

JOHN A. GAUSS
Rear Admiral, U.S. Navy

Individual's Rank and Name, USN
Space and Naval Warfare Systems Command (retiree's code)
San Diego CA 92110-3127

NOTE: Strive for factual statements, sincerity and brevity. Write the letter in such a manner that one would be proud to receive it. Limit the letter to one page and justify the right margin.

Enclosure (5)

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STANDARD NAVAL LETTER SAMPLE

DEPARTMENT OF THE NAVY
SPACE AND NAVAL WARFARE SYSTEMS COMMAND
SAN DIEGO CA 92110-3127

5400
Ser PMW 156-1/123
Date

From: Commander, Space and Naval Warfare Systems Command
To: Chief of Naval Operations (OP-094) (codes are encouraged)
Via: (1) Commander, Naval Supply Systems Command
(2) Commander, Naval Sea Systems Command

Subj: STANDARD NAVAL LETTER (NORMAL WORD ORDER--ALL LETTERS
CAPITALIZED)

Ref: (a) CINCLANTFLT NORFOLK VA 021600Z JAN 98
(b) CNO ltr 5200 Ser OP-50/578 of 27 Jan 98
(c) CNO (OP-04) ltr of 1 Feb 98
(d) PHONCON SPAWAR (PD 15) Mr. Jones/NAVSEA (SEA 06)
CDR Smith of 10 Jan 98

End: (1) SECNAVINST 5216.5D
(2) OPNAVNOTE 5216 Ser 09B15B/309210 of 20 Apr 98
(3) COMNAVBASE ltr 5400 Ser 09/1451 of 25 Jan 98

1. The standard naval letter is used as official correspondence to addressees within the Department of Defense, and may be used with addressees who have adopted or are accustomed to this format.

2. The following guidelines will help you prepare the standard naval letter:

a. Allow 1-inch margins on the top, bottom, and sides of each page. Make allowances for letterhead paper. Typing may end further down the page than 1-inch from the bottom if it is a signature page.

b. Sender's Symbols. Include the following three sender's symbols in the upper right corner, blocked one below the other:

(1) Use appropriate SSIC found in SECNAVINST 5210.11D. The SSIC is a four- or five-digit number which indicates a letter's subject and Navy standardized filing system.

Enclosure (5)

STANDARD NAVAL LETTER SAMPLE

Subj: STANDARD NAVAL LETTER (NORMAL WORD ORDER--ALL LETTERS
CAPITALIZED)

(2) Originator's code by itself, or in a serial number. Initials of writers and typists are unauthorized symbols. However, they may be included on file copies as part of the drafter's identification.

(3) Date. The date may be typed as: 24 November 1998 or 5 Nov 98.

c. Exceptions to Using All Three Symbols

- (1) Letters to members of Congress or heads of government agencies.
- (2) Letters of appreciation, commendation and retirement.
- (3) Personal letters.

d. "To" Line. Always address official correspondence to the chief official of a command or activity, using the SNDL long title. Show the office that will act on the letter after the activity's name. When identifying a CNO code, make sure it is correct, i.e., N6. Omit the "To" line when using a "Distribution" block. If there are more than four addressees, then use the "Distribution" block.

e. "Via" Line. Use the "Via" line when one or more activities outside the Command should see the letter before it reaches the action addressee. Number the via addressees if there are two or more. Multiple "via" addressees are numbered in the sequence through which the correspondence is to be sent.

f. "Subj" Line. Capitalize every letter and use normal word order. The subject on multiple pages should be the same.

g. Citing References. The "Ref" line is used to identify previously prepared material or a telephone conversation cited in the text of the letter. The correct way to reference a message, letter, CNO letter without a serial number, and telephone conversation are shown on the first page. ONE SPACE FOLLOWS THE CLOSING PARENTHESIS.

h. Citing Enclosures. The "Encl" line is used to introduce a listing of material included with the letter. Enclosures are listed in the order of appearance in the text of the communication, or another logical order. An enclosure is never listed as a reference in the same letter.

i. Paragraphs. Each paragraph is numbered flush at the left margin, followed by a period and two spaces. All paragraphs are single-spaced, with double-spacing between paragraphs, and between subparagraphs. Do not begin a paragraph at the bottom of a page unless there is space for at least two lines of the text on the page, and at least two lines of text that can be carried over to the next page.

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STANDARD NAVAL LETTER SAMPLE

Subj: STANDARD NAVAL LETTER (NORMAL WORD ORDER--ALL LETTERS
CAPITALIZED)

j. Signature. For letters to be signed by SPAWARSYSCOM 00/00A the signature block will be typed on after signature. Signature authority is delineated in detail in SPAWARINST 5402.1P "AUTHORITY FOR SIGNATURE OF OFFICIAL CORRESPONDENCE AND DOCUMENTATION."

k. "Copy to" line. The "Copy to" line is placed at the left margin, on the seventh line below the last line of the body of the letter. Activities receiving copies are listed by their correct SNDL short titles. Activities or codes appearing under "Copy to" are information addressees and action is not required from them unless the correspondence specifically requests the "Copy to" addressees to take action.

1. For identification of second and succeeding pages, repeat the "Subj" line, beginning six lines from the top of the page. The text starts two lines below the subject line.

m. Beginning with page two, center the page numbers 1/2-inch from the bottom of the page.

3. For more information on the standard naval letter, refer to SECNAVINST 5216.5 current version.

SIGNATURE
(RANK FOR MILITARY)

Copy to: (w/o encl)
ASN(RD&A)